



### Requisition

### Requisition Header

### **Requisition Entry Defaults**

### Requisition Lines

F.N.A.L. STK. NO. 1335-0200 FL-29 REV 1/2005

Line #	Line Type	PO Line Category	Description (Start with a Noun) (240 Characters Maximum, Enter Additional Description in Cell Below Line Item)	Quantity, Unit of Measure and Price		Project Information		Split Coding Qty's
4				Quantity		Project		
				Unit of Measure		Task		
				Price per Unit		Exp. Type		
				Extended Price		Exp. Org.		
			UN Number	Hazard Class				
5				Quantity		Project		
				Unit of Measure		Task		
				Price per Unit		Exp. Type		
				Extended Price		Exp. Org.		
			UN Number	Hazard Class				
6				Quantity		Project		
				Unit of Measure		Task		
				Price per Unit		Exp. Type		
				Extended Price		Exp. Org.		
			UN Number	Hazard Class				

#### ITEMS TO BE COMPLETED BY THE REQUESTER:

NOTE: Bolded items **must** be filled-in before requisition can be processed.

- |   |  |
|---|--|
| 1. APPROVALS                                    | Area for your Division/Section, Business Office, NEPA and Directorate approvals  |
| 2. REQUEST ORIGINATOR                           | Name, extension and mail station of person completing the requisition  |
| 3. DESCRIPTION ON ENTIRE REQUISITION            | Short description (240 characters) identifying what is being purchased   |
| 4. NOTE TO APPROVER                             | Short note (240 characters) to approver  |
| 5. JUSTIFICATION                                | Short note (240 characters) to justify purchase of item  |
| 6. <b>REQUESTER</b>                             | <b>Name of person expecting delivery of item</b>   |
| 7. <b>DELIVER TO LOCATION</b>                   | <b>Location where Fermilab's Receiving Dept. is to deliver the item once it comes in. Mail Station is not a valid location.</b>  |
| 8. NOTE TO BUYER                                | Short note (240 characters) to buyer indicating previous P.O. number, and term of service if Line Type is SN, etc., must be placed in Attachments  |
| 9. SUGGESTED VENDOR/SITE/CONTACT/TELEPHONE      | Your recommendation for selecting a vendor, including name, address, contact, telephone number   |
| 10. REFERENCE #                                 | Your internal means of identifying a requisition   |
| 11. <b>NEED-BY-DATE</b>                         | <b>For Line Types, GR/GN the date is the desired day of delivery, for Line Type, SN the date is the day the service begins, (Note: for SN, place the term of the service in the "Description" of the line field or "Note to Buyer" in the Attachments)</b> |
| 12. <b>PROJECT/TASK/EXP. TYPE AND EXP. ORG.</b> | <b>Project/Task and Exp.Type where entire requisition is charged and Exp. Org. - organization spending the money</b>   |
| 13. <b>BUILDING MAINTENANCE</b>                 | <b>Circle Yes or No, if yes is circled FIMS number is required</b>   |
| 14. NOTE TO RECEIVER                            | Short note (240 characters) to Fermilab's Receiving Dept.  |
| 15. TOTAL OF REQUISITION                        | Total amount of all items listed on requisition  |
| 16. <b>LINE TYPE</b>                            | <b>Valid type used to determine whether item is for goods or services; example: GR (goods receipt), SN (service non-receipt)</b>   |
| 17. <b>PO LINE CATEGORY</b>                     | <b>Valid category for item being requested; example - clothing, furniture, medical, computers/pc's, etc.</b>   |
| 18. <b>DESCRIPTION OF LINE</b>                  | <b>A description for each item and term of service if Line Type is SN (240 character)</b>  |
| 19. <b>QUANTITY</b>                             | <b>The number of units requested per item</b>  |
| 20. <b>UNIT OF MEASURE</b>                      | <b>Unit of measure for each item requested</b>   |
| 21. <b>PRICE PER UNIT</b>                       | <b>The dollar amount you have authorized the Procurement Department to spend for an item</b>   |
| 22. <b>EXTENDED PRICE</b>                       | <b>Extended price for each item requested</b>  |
| 23. <b>PROJECT/TASK/EXP. TYPE AND EXP. ORG.</b> | <b>Project/Task and Exp.Type where line items are charged and Exp. Org. - organization spending the money, if different from above</b>   |
| 24. <b>SPLIT CODING QUANTITIES</b>              | <b>Quantities applied to each Project/Task/Expenditure Type and Expenditure Organization</b>   |